



Caritas Nursery School – Kennedy Town

Information on Admission to K1-K3/ N1 Class in the 2023/24 School Year

School Information

Please click the following Education Bureau (EDB) website and the school website for more information:

<http://ktns.caritas.org.hk>

Application submission

1. Collection of Application Forms (No quota)

Application forms can be obtained from school in person or download from school website:

<https://ktns.caritas.org.hk/page.aspx?73%2feWedQ4wfJhnHqGia3Yg%3d%3d>

Opening hours: Monday to Friday 10:00a.m. to 5:00p.m. and Saturday 10:00 a.m. to 1:00p.m.

2. Return of Application Forms (No set quota)

i. **Return Method:** Please submit the completed application form in person / by post together with the following documents required:

- ✓ copy of birth certificate;
- ✓ three self-addressed stamped envelopes;
- ✓ a recent photo of the applicant
- ✓ Application fee HK\$40 (cash or a crossed cheque for HK\$40 (made payable to Caritas Nursery School – Kennedy Town). The application fee is non-refundable whether the application is successful or not.

ii. **Return Period:**

- ✓ Submit in person : Monday to Friday 10:00a.m. to 5:00p.m. and Saturday 10:00 a.m. to 1:00p.m.
- ✓ Submit by Post : Please mark “Application for admission” on the envelope .
- ✓ **For K1 class:** Application Form and required documents should be submitted **on or before 30th October 2022** . **Fax or e-mail application will not be accepted.**
For N1 class: Application Form and required documents should be submitted **on or before 31st December 2022**. **Fax or e-mail application will not be accepted.**

3. The school will hold a parent meeting for new students in March or April every year to explain the admission arrangement; if there is a place in the future, the school will arrange the registration procedures for other waiting students;

4. According to the administrative guidelines of the organization, all application forms for students Who have not been admitted will be stored for one year and then be destroyed. During this period, if parents have any enquiries, they can contact the school directly.

Interview arrangement

1. In order to reduce children’s resistance to unfamiliar environments, please arrange an adult to accompany your child to the interview;

2. The interview will be conducted in Cantonese, through individual conversations with parents and children and observation of children during play; The Nursery School will arrange interview for all applicants.

Admission Criteria and Factors for Consideration

As the number of school places is limited, please understand that not all applicants fulfilling the priority consideration will be guaranteed a school place. Our school has the final interpretation and decision on the factors concerned.

1. **For K1 class** : the child should be at least 2 years and 8 months old when she/he is admitted in 1 st September 2023.
For N1 class : the child should be at least 2 years old when she/he is admitted in 1 st September 2023.
2. The number of school places available in that school year.
3. Interview performance of the child.
4. The alignment of the parents' view with our school mission and values.
5. The applicant from families in needs for whole day / long whole day Edu-care service will be given due priority consideration.
6. The applicant with sibling(s) currently studying in our school will be given due priority consideration.
7. The applicant has sibling(s) of our school's graduated alumni.
8. The applicant with social needs.
9. Residents in the Central and Western district.

Announcement of Admission Results

We will inform parents of the K1 admission results 2 weeks after the interviews by post.

Registration Arrangements

1. Successful applicants: Parents should complete the registration procedures for their child from **5 to 7 January 2023** ("Centralised Registration Dates") by submitting the original of the "2023/24 Registration Certificate (RC) " to our school and paying the registration fee.
2. The registration fee for 2023/24 is HK\$ 1,570 (K class) / HK\$ 1,570(N class) . For those admitted children, the registration fee will be deducted from the school fee in September 2023.
3. If parents cannot submit the "2023/24 RC" during registration, our school may not be able to complete registration for the child. Hence, parents are required to submit application for the Registration Certificate to EDB within the specified period (September to November 2022).
4. Should parents decide to change school after registration, please notify to us in writing. We will return the "2023/24 RC" but the registration fee will not be refunded. Upon obtaining the "2023/24 RC", our school will no longer keep the school place for the child.
5. Applicants on waiting list will be notified if there were availability after the Centralized Registration Dates.
6. According to administrative guidelines, the application forms and details of unsuccessful applicants will be destroyed after one year. During this period, if parents have any enquiries, they can contact the school directly.

References can be obtained from the following website:

*Admission Arrangements for K1 Places in Kindergartens for the 2023/24 School Year

<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/kindergarten-k1-admission-arrangements/index-2.html>

Admission Schedule of 2023/24 School Year

| | Schedule | Date | Notes |
|----|--|--|---|
| 1 | Distribution of Application Forms (No quota) | From 1 January 2022 | Parents can obtain the Application Forms from our Nursery School or downloaded online https://ktns.caritas.org.hk/page.aspx?73%2feWedQ4wfJhnHgGia3Yg%3d%3d |
| 2 | Return of Application Forms (Please ensure the full fare is paid by post and state “ Application Form ” on the envelope) | 1 August 2022 onwards | Please provide the following when submitting the Application Form: 1. Completed application form 2. A copy of Birth Certificate of the applicant 3. A recent photo of the applicant 4. 3 self-stamped envelopes for return-mail 5. Application fee HK\$40 (cash or a crossed cheque payable to “Caritas Nursery School – Kennedy Town”) (*Payment non refundable*) |
| 3 | Parents are required to submit an application for the “2023/24 Registration Certificate for Kindergarten Admission” to EDB from September to November 2022 | September 2022 to November 2022 | The “2023/24 RC” will be opened for application in September 2022. Please be reminded that if parents cannot submit the “2023/24 RC” during registration, we may not be able to complete registration for the child. Hence, parents are required to submit application for the Registration Certificate Admission to EDB within the specified period. |
| 4 | Introduction of curriculum | 15 October 2022 | <u>Introduction of curriculum</u> The introduction of the school's mission and curriculum talk will only be available to parents and need to register. |
| 5 | Deadline of Application | K1-K3class: 30 October 2022 N class: 31 December 2022 | Applicants who have overdue applications will be considered as alternate applications and will be dealt with when there is a vacancy in the school. |
| 6 | Interview Confirmation | K1-K3class: Late October 2022 N class: Late September to early November 2022 | To be eligible for interview, the child must: -reach the age of 2 years 8 months when he/she is admitted to K1 class in 1 September 2023 - reach the age of 2 years when he/she is admitted to N class in 1 September 2023 (Interview day: October to November 2022) -not reach the age of 2 years when he/she is admitted to N class in 1 September 2023 (Interview day: December 2022) |
| 7 | Interview | K1 – K3 class : 12 November 2022 19 November 2022 N class: October 2022 to December 2022 | Schedules will be arranged by our school. Parents are required to accompany their child (ren) to the interview. |
| 8 | Notification of interview result and registration date for 2023/24 school year admission | K1 – K3 class : On or before 17 December 2022 N class: Before December 2022 | The school will inform individual applicant in written by post. |
| 9 | Registration of successful applicants | K1 – K3 class : 5-7 January 2023 N class: Between late January 2023 and early February | Please register in person together with the following: 1. 2023/24 Registration Certificate for Kindergarten Admission (original copy) 2. Registration fee HK\$ 1,570 Registration fee HK\$ 1,570 |
| 10 | Applicants on waiting list | K1 – K3 class : After 9 January 2023 | The school will inform individual applicant in written by post. |

(To be filled in by School)

CR NO./YEAR/CP NO.

Ref. No. : ____ / ____ / ____

Registration Date : _____



Caritas Pre-school Education & Child Care Service

Caritas Nursery School – Kennedy Town

Application Form

(Photo)

Name (Chinese) _____ (English) _____ Sex _____

Date of Birth ____ / ____ / ____ (Yr/Month/Day) Place of Birth _____ HK Birth Certificate No. _____

Age _____ Religion _____ Native Place _____

Address _____

Telephone No. _____ Email Address _____ Language used by parents _____

Nursery/Kindergarten attended _____ Class attended _____ Class Applied for _____

Any children/relative/friend attending/attended this school ☐ Yes ☐ No Name _____ Relationship w/ Children _____

Details of Family Member(s)

| | Father | Mother | Guardian |
|---|---------------|---------------|-----------------|
| Name (Chinese) | | | |
| Name (English) | | | |
| HKID No. (first 4 digits) | | | |
| Academic Qualification (Primary school/Secondary school/Tertiary Institute/Others) | | | |
| Occupation | | | |
| Office Tel No. | | | |
| Mobile Phone No. | | | |
| Working District | | | |
| Relationship with children | NA | NA | |

Other Relatives living together Children(including unmarried children and dependent parents) :

| Name | Sex | Age | Relationship w/Children | Occupation/Class Attending |
|------|-----|-----|-------------------------|-------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(to be cont.)

Way(s) of knowing our school :

(Please indicate with "✓" in the appropriate boxes :)

☐ Relative(s) / ☐ Friend(s) / ☐ Website / ☐ School Activity / ☐ District Activity

☐ Other (Please specify) : _____

Reason(s) of selecting our school :

Whether parents will apply for Fee Remission Scheme : ☐ Yes ☐ No

Remarks :

Personal information collection statement

- The personal data of you and your children collected by our Service will be used to provide appropriate service or assistance, to monitor, evaluate and improve our service quality.
- The information will be made available to our staff on a need-to-know basis. It may be disclosed to the relevant departments or organizations as requested when supporting services are applied from them.
- You can request for access to and correction of your or your children's personal data.

I hereby declare that all the above information is true and complete.

Signature : _____

Date : _____

(FOR NURSERY SCHOOL/KINDERGARTEN USE ONLY)

Date of Admission : _____

Date of Discharged : _____

Reason of Discharged : Graduation/Removal/Other_____

Remarks : _____

Calculation of Fee Remission :

1. Total Family Income(Yearly) : _____ 2. Total Family Members : _____

3. Estimated Amount of Fee Remission Level : ☐ 100% ☐ 75% ☐ 50% ☐ No Remission